



Building Permit Instructions

City of Rye, New York Building Department

1051 Boston Post Road, Rye, New York 10580
Phone: (914) 967-7372 Fax (914) 967-7185

www.ryeny.gov

A. OVERVIEW

Exterior building permits require a substantial amount of information in order to comply with New York State and City of Rye laws. Compiling and preparing this information takes time and often requires the assistance of a licensed professional. In order to efficiently process every building permit application and have them reviewed by the Board of Architectural Review it's important that we strictly adhere to all deadlines. Please (pretty please) give yourself enough time to complete all of the required information before you make any submission. For lots of important reasons *administrative staff has been directed not to accept incomplete or late applications.*

B. DEADLINES FOR SUBMISSION

All exterior building permit applications must be presented to the Architectural Review Board for their review and approval. Completed applications must be submitted to the Building Department on or before 12:00 PM noon on the submission date noted on the attached schedule. Board of Architectural Review meetings begin at 8:00 PM, which are held in City Hall at 1051 Boston Post Road, Rye, New York 10580.

C. BUILDING PERMIT APPLICATION CHECK LIST

All Building Permit Applications Must Include the Following to be Accepted by the Building Department: *(Please complete this check list):*



Complete Applications. The Building Permit and Board of Architectural Review application forms (attached hereto) must be completed with a notarized signature where indicated.



Completed Wetland Permit Determination Form. The Wetland Determination (for conformance with Chapter 195 Wetlands and Water Courses) must be completed and signed by staff prior to submission of the building permit application. The applicant will drop off the Request for Wetlands Determination Form and attach a site plan with improvements shown to the Planning/Building Departments by Wednesday at 12:00 pm. The signed Wetlands Determination will be available for pick up at the Planning/Building Departments the Thursday of the following week. The signed Wetland Determination must then be included in the building permit application along with payment for the determination.



Mailing of Notice. The notice of a building permit application must be mailed to neighbors *prior to the submission of the building permit application* and the Affidavit of Mailing (attached hereto) must be completed and notarized. Notice instructions are attached hereto.



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Three (3) Copies of Plans. Plans must show the proposed building addition or alteration, drawn, sealed & signed by a licensed/registered architect or professional engineer. The drawings shall be drawn at a minimum of 1/4"=1" scale. The drawings shall each include site plan showing the existing structure and proposed addition or alteration, with existing and proposed grading and erosion control. **The information provide on the site plan shall be based on a survey prepared within the last 2 years of the submission date. A copy of the survey must be submitted.** Plans must include Zoning Analysis. All plans must be folded, not rolled, white side out. The Design Professional shall submit with the application the method and documents used for the determination of the energy calculation per Section 104 of the Energy Conservation Construction Code of New York State.



Photographs. Front, rear and side views of the existing property and building where work is to be done.



Filing Fees. All building permits must include three (3) separate checks payable to the "City of Rye" for the following fees:

- Wetland Determination: Flat fee of \$20
- Building Permit: \$14 per every \$1,000 of construction cost (min. \$55)
- Certificate of occupancy:
 - For a 1 or 2 family residence: is a \$80 flat fee.
 - For a multi-family residence or commercial property: is a \$155



Copy of Variance. Where applicable, please include a copy of any variance granted by the City Board of Appeals related to the building project.



Surface Water Control Permit. Though not required for the submission of a building permit, it is strongly recommended that any project involving modifications or expansions to a building or structure or changes in site grading also file for a Surface Water Control Permit as required by the City Engineering Department. Doing so will avoid delays. A building permit will not be issued until a Surface Water Control Permit has been issued by the City Engineer.

D. OBTAINING A BUILDING PERMIT

Only after your application has been approved by the Board of Architectural can a building permit be issued. In order to obtain a permit once you have been approved by the Board of Architectural Review, you must submit the following:



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1. **Contractor's License.** A copy of your contractors Westchester County home improvement license. (new and commercial construction exempt from submitting a copy of their license).
2. **Contractor's Insurance, Liability and Worker's Compensation.** Contractors insurance, (naming the city of rye as certificate holder and additionally insured) including liability and workers compensation (or a signed New York state compensation waiver).

E. BUILDING DEPARTMENT INSPECTIONS

After a building permit is issued, the permit must be prominently displayed on the building (typically in the front window). During the course of construction there a variety of inspections that must be conducted by the City Building Department. It is the responsibility of the applicant, owner, person or corporation to notify the Building Department when ready (**24-hour notice**) at (914) 967-7372, for site protection, footing, foundation, framing, insulation, plumbing, and final inspections, etc.. *All inspections are done on Tuesday and Thursday only.*

F. CERTIFICATE OF OCCUPANCY

After construction is completed you must obtain a Certificate of Occupancy. This is an important step that many do not complete. The City maintains records of applications that fail to obtain Certificates of Occupancy, which are noted by title searchers prior to the sale of a property. Open "COs" can delay closing and complicate real estate transactions.

The following must be submitted for an issuance of a certificate of occupancy:

1. Final NYS electrical certificate
2. Statement of final cost (completed by homeowner)
3. Certificate of construction compliance (completed by supervising architect or contractor)
4. Final inspection, including final plumbing/peppermint test and smoke test for fire place inspection, if required
5. Any final/additional building permit fees must be paid.
6. As-built survey, if required

The above should be submitted within (10) days after the work has been completed. New buildings or use of existing building shall not be used in whole or in part, until a Certificate of Occupancy has been issued by the Building Department certifying that such building conforms to the provisions of the code. The occupancy or use of existing building shall not continue after completion of the alteration, repair or addition without a certificate of occupancy.

Any person or corporation in violation of any provisions of ordinances or codes, including failure to apply for a building permit or certificate of occupancy shall be liable to a penalty, as provided in the ordinances and codes of the city of rye, as prescribed by law.



Building Permit Application

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Permit Type (Check Applicable Box):

<input type="checkbox"/> Interior	Value of Improvement \$ _____
<input type="checkbox"/> Exterior	
<input type="checkbox"/> Plumbing	See Instruction and Procedures.
<input type="checkbox"/> Electric	Available online at www.ryeny.gov/building.htm
<input type="checkbox"/> Oil Burner/Tank	
<input type="checkbox"/> Heating Equipment	
<input type="checkbox"/> Other (Describe): _____ :	

Note: All Exterior Building Permits Require Board of Architectural Review Approval and City Naturalist Wetland Determinations (Separate forms required and available online).

A. Project Address: _____

B. Applicant: (If Applicant is not owner, property owner signature is required).

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Fax: _____
Email: _____

C. Property Owner:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Fax: _____

For Building Department Use Only:

Application Receipt Date:

	Application No.:	
	Permit No.:	
	C.O. No.:	
	Const. Value.:	
	Permit Fee:	



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D. Property Information:

Street Address:			
City:	Rye	State:	NY
Property Area (Acres):		Zip:	10580
Tax Map Designation:	Sheet:	Block:	Lot(s):
	Sheet:	Block:	Lot(s):
	Sheet:	Block:	Lot(s):
Zoning District:			
Flood Insurance Zone:			

E. Project Description: (Please briefly describe the proposed project).

F. Zoning Compliance: (Please complete the following table).

Zoning District:	Allowed/Required	Existing	Proposed
<i>Principal Building(s):</i>			
Lot Area (in square feet)			
FAR			
First Floor Area	n/a		
Second Floor Area	n/a		
Other Floor Area	n/a		
Total Floor Area			
Front Yard			
Shortest Side Yard			
Total of Two Side Yards			
Rear Yard			
Building Height			
<i>Accessory Building(s):</i>			
Floor Area			
Shortest Setback			
Building Height			



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G. Regulatory Compliance

1. Will the proposed project place any fill or a structure within a Flood Zone? ☐ Yes ☐ No
(If yes, Chapter 100, Floodplain Management, may apply)
2. Is the proposed activity located within a designated preservation area? ☐ Yes ☐ No
(If yes, Chapter 117, Landmarks Preservation, may apply)
3. Is a fence or wall proposed as part of the application? ☐ Yes ☐ No
(If yes, Chapter 90, Fences and Walls, may apply)
4. Is the property located within a designated coastal area boundary? ☐ Yes ☐ No
(If yes, Chapter 73, Coastal Zone Management, may apply)
5. Is the property located within 100 feet of a wetland? ☐ Yes ☐ No
(If yes, Chapter 195, Wetlands and Watercourses, may apply)

H. Prior Approvals – Application Checklist for Permits

To facilitate the approval process, the City of Rye requests that applicants indicate below all permit applications that are **pending**, have been **approved** or have been **rejected** for the subject property. The following checklist will allow the City authorities to be more familiar with properties that are the subject of the current application. Please indicate all applications submitted for the property in question, including those that were prepared for projects separate from the current one. Intentionally omitting any items from this checklist is cause for delay or rejection of the application(s) being considered.

Board, Commission or Inspector:	Date(s) of Prior Approval(s):	City Identifier Reference(s):	Previous Action(s) on Application(s):	New Permit(s) Applied for: (Check Boxes)
Appeals				<input type="checkbox"/>
Architectural Review				<input type="checkbox"/>
Conservation				<input type="checkbox"/>
Landmarks				<input type="checkbox"/>
Planning Commission				<input type="checkbox"/>
Building Inspector				<input type="checkbox"/>
City Engineer				<input type="checkbox"/>
Naturalist				<input type="checkbox"/>
City Planner				<input type="checkbox"/>
Other:				<input type="checkbox"/>



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I. Signatures

INSERT SIGNATURE STUFF

Applicant Signature

Date

Property Owner Signature

Date

Notary Public

Date

Board of Architectural Review

2007 Submission and Meeting Dates

Submissions are to be submitted no later than 12:00 noon

<u>Submission Dates</u>	<u>Meeting Dates</u>
December 19, 2006	January 8
January 9	January 22
January 23	February 5
February 6	February 26
February 27	March 12
March 13	March 26
March 27	April 9
April 10	April 23
April 24	May 7
May 8	May 21
May 22	June 4
June 5	June 18
June 19	July 2
July 3	July 16
July 17	August 6
August 7	August 20
August 21	September 10
September 11	September 24
September 25	October 9 (Tuesday)
October 9	October 22
October 23	November 5
November 7	November 19
November 20	December 3
December 4	December 17



Board of Architectural Review Application

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A. Address: _____

B. Applicant: (If Applicant is not owner, property owner signature is required).

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Fax: _____
Email: _____

Specify the following:

	Material	Color
Exterior Walls:	_____	_____
Roof:	_____	_____
Trim:	_____	_____
Shutters:	_____	_____
Chimney:	_____	_____

The following have been provided:

	Yes	No
Photographs:	_____	_____
Elevation:	_____	_____
Plot Plan:	_____	_____

Applicant Signature

Date

Property Owner Signature

Date

Building Inspector's Determination:

This project complies with the requirements of Chapter 53 of the Rye City Code Yes:____ No:____
Comments: _____

NOTICE * NOTICE * NOTICE* NOTICE* NOTICE

An application is being made for a building permit for the following:

- _____ Addition
- _____ Alteration
- _____ New structure

at _____

(Check only one of the following paragraphs)

_____ This application will be referred to the Board of Architectural Review for aesthetic consideration pursuant to Chapter 53 of the Rye City Code, and will be reviewed by the Board at a future public meeting. To determine when this application will be reviewed, please visit the City of Rye website at www.ryeny.gov and click on *Board of Architectural Review Agenda*.

_____ This application is being submitted for a Building Permit as a "Small Project" pursuant to Section 53-1 (B) of the Rye City Code. "Small Projects" are exempt from review by the Board of Architectural Review unless referred by the Building Inspector upon finding that the project may have a substantial aesthetic impact upon immediate neighboring properties. The Board of Architectural Review has prepared guidelines for such referral of "Small Projects", including the receipt of comments from neighbors regarding aesthetic impact. If you wish to review and comment on this application, you must contact the Building Department within fourteen (14) days of the date indicated on this form.

If you wish this project to be referred to the Board of Architectural Review you must contact the Department of Building within fourteen (14) days of the date indicated on this form.

This notice is being submitted to you by _____
(please print)

Date

AFFIDAVIT * AFFIDAVIT * AFFIDAVIT * AFFIDAVIT

I, _____ (please print)
name of applicant

of _____
address of applicant

am the applicant for a building permit for the following:

_____ addition
_____ alteration
_____ new structure

at _____
address sheet/ block/ lot

I have informed the following neighbors in accordance with the Board of Architectural Review notification requirements by:

_____ personal delivery or _____ first class mail of the attached notice.

1. _____
name address
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

This affidavit must be signed and dated before a Notary Public.

Sworn to before me this

_____ day of _____, 20____

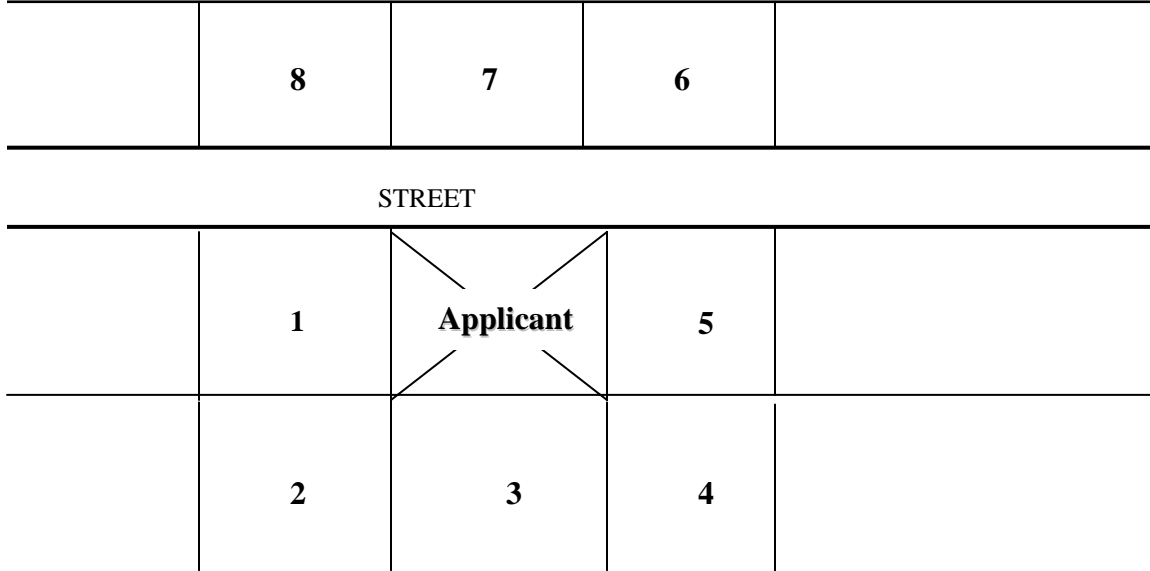
applicant's signature

date

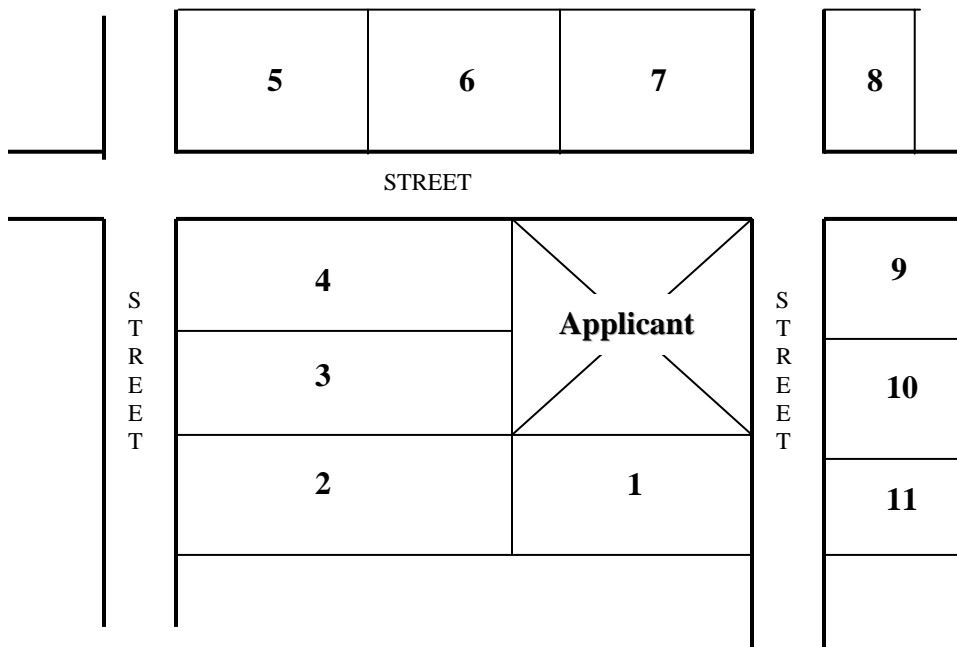
Board of Architectural Review Notification Requirements

City of Rye, New York

Notice of a building permit application and Board of Architectural Review meeting must be delivered to property owners abutting and opposite an applicant's property (see examples provided below). Applicants must obtain the names of all property owners from the Tax Assessor's Office in City Hall.



Example 1: All numbered properties receive notice.



Example 2: All numbered properties receive notice.



Wetland Permit Determination

Chapter 195, Wetlands and Watercourses

City of Rye, New York

1051 Boston Post Road, Rye, New York 10580 www.ryeny.gov

A. Applicant (i.e. Individual Submitting Request):

Name: _____
Phone: _____
Email: _____
Fax: _____

B. Property Description:

Street Address: _____
Property Area (Acres): _____
Tax Map Designation: Sheet: _____ Block: _____ Lot(s): _____

C. Statement of Proposed Work:.

Please provide a statement of the proposed work and attach a plan hereto.

D. Consent and Signature

By requesting a determination the owner thereby consents to entry onto his land by the City Building Inspector, City Planner, or other agents designated by the City for the purpose of undertaking any investigation, examination, survey, or other activity necessary for the purposes of Chapter 195.

Property Owner Signature Date

For City Use Only:

Comments/Conditions:

City Staff Determination*:

- ☐ The project area **MAY** be subject to the requirements of Chapter 195.
- ☐ The project area **MAY NOT** be subject to the requirements of Chapter 195.

City Staff Signature

Date

* This is a determination of whether the proposed activity may be subject to Chapter 195 and requires wetland permit review by the Planning Commission. This determination is NOT a wetland delineation nor is it confirmatory as to the boundary of a wetland or its 100-foot regulated buffer area.